



**PART FOUR PROCESSING AND MARKETING APPLICATION FORM
– CAPITAL PROJECTS**

NOTE: This form should only be completed if you are applying for grant aid towards a capital project under the Food Processing, Marketing and Co-operation Grant Scheme.

SECTION A BACKGROUND INFORMATION

Accounts

1. Please supply copies of the audited accounts in respect of the business covering the last three financial years and tick the box to show you have done so. If these are not available, please explain why. It should be noted that failure to provide the previous accounts may result in the application being ineligible for assistance.

The Environment

Further assistance and advice on completing this Section, can be obtained from the following websites:

www.direct.gov.uk

www.sepa.org.uk

www.envirowise.gov.uk

www.recycling-guide.org.uk

www.carbontrust.co.uk

www.soilassociationscotland.org

www.sopa.org.uk

www.netregs.gov.uk

Please answer as many questions as possible giving full details. If the question is not relevant to your project, please leave blank.

2. Explain how your project will help assist with sustainability, which is broadly defined as “meeting present needs without preventing future generations from meeting their needs.”

3. How will the project reduce waste, including waste minimisation, and the level of packaging materials?

4. Detail the waste disposal and effluent treatment facilities that are in place or are about to be provided.

5. How will the project assist in recycling waste materials? Please give detailed figures.

6. How will the project address the issues surrounding climate change, with particular reference to air, water and soil quality?

7. What effect will the project have on the volume of freight transport associated with the business, and reducing carbon emissions?

8. How will the project assist in reducing food miles, and increasing the use of local food produce?

9. Does the proposal involve produce that is certified as organic? If Yes, give further details, including the source, product and volumes of all organic raw materials, and the type of organic output by product and volume. How do you expect these volumes to change over the next three years?

10. Describe the environmental benefits of the project to the primary producers, e.g. reducing fertiliser and nitrate run-off to water courses.

Healthy Eating

Further assistance and advice on completing this Section can be obtained from the following websites and e-mail addresses:

mfha@health.scot.nhs.uk

www.fhascot.org.uk

www.healthscotland.com

www.food.gov.uk

mtraining@rehis.com

www.foodstandards.gov.uk

Please answer as many questions as possible giving full details. If the question is not relevant to your project, please leave blank.

11. Describe how products assist in the Healthy Eating Campaign, and contribute to a balanced diet.

12. Are products covered by nutritional labelling, e.g. Guideline Daily Amounts (GDA), or FSA Traffic Light Labelling?

13. What actions have you taken to reduce the fat / salt contents of your products?

Employment

14. Please complete the table below to indicate the current number of employees, those safeguarded by the project and those created as a result of the implementation of the project.

Current Employment: Full time	
Part time	
Jobs safeguarded by project: full time	
Part time	
Jobs created by project: full time	
Part time	

Outputs/Markets

18. List your main customers, showing the products and volumes supplied to each over the last three years. If the customer list is extensive, please detail the 8 principal outlets by product and volume over the last three years.

Customer	Product	Volume	Unit (tonnes, boxes, litres, kgs)

19. Please provide evidence to support the market outlets quoted above, e.g. invoices, statements, delivery notes and tick the box to show you have done so.

20. What percentage of your total throughput/production is exported to markets outwith Scotland? Specify the main export outlets by country, volume and percentage of total sales. If your customers include the multiple retailers, give details of the Regional Distribution Centres that your supply.

Exports			
Country	Volume	Unit (tonnes, kg, litres, boxes)	Percentage of production

Sales to Supermarkets		
Regional Centre	Product	Percentage of production

Equal Opportunities

21. Applicants are required to demonstrate that they have considered equal opportunities in the design of the project. Describe any barriers to access and participation in the project or your business that you have identified, e.g. for women, ethnic minorities or people with disabilities.

22. Describe the procedures in place to ensure that your organisation meets its obligations as an employer under the appropriate equal opportunities legislation, with particular regard to The Equal Opportunities Acts 1984 and 1995, The Equal Pay Act 1970 and The Sex Discrimination Acts 1975 and 1986.

SECTION B PROJECT DETAILS

1. Address of project site.

Address _____

2. Please provide a full description of the project.

3. Will the project lead to the manufacture of new products or the development of new markets? If Yes, please give details.

4. Will the project lead to the development of innovative branding and/or processing techniques. If yes, please give details.

5. What effects will the project, have on the products and markets of other Companies at a local or national level?

6. Work on the project will be carried out between:

Start Date: _____
Completion Date: _____

10. Does the project involve replacement/refurbishment of existing facilities? If Yes, please give details.

11. Please provide full details of your product range/processed outputs, giving the percentage of each in terms of the total production of the business.

Product	Percentage

12. Quantify the additional sales following completion of the project by volume, value and outlet as appropriate.

Outlet	Volume	Unit (tonnes, litres, kg, boxes)	Value (£)

13. Please give details of the anticipated expenditure. Estimates/quotations must be included for each item of the proposed capital expenditure.

Item of Expenditure	Company	Amount (£)	Quote Supplied
Land Purchase			
			<input type="checkbox"/>
			<input type="checkbox"/>
Land Purchase Total			
Road & Earth Work			
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Road & Earth Work Total			
Building Work			
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Building Work Total			
Plant & Equipment			
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Plant & Equipment Total			
Technical Charges			
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Technical Charges Total			
Grand Total			

14. Please give details of how the project is to be funded. Written details are required for all overdrafts/loans/other grants/other public sector support/other sources of funding, confirming the amount, terms and conditions relating to the financial assistance received.

Own Funds:			£	Details Supplied
Of which:	Own capital:	£		<input type="checkbox"/>
	Loans:	£		<input type="checkbox"/>
	Services in kind:	£		<input type="checkbox"/>
	Other:	£		<input type="checkbox"/>
Grants secured/anticipated:			£	
Of which:	Processing Marketing & Co-Operation Grant	£		
	Other Grants	£		<input type="checkbox"/>
		£		
Other Contributions:			£	
Of which:		£		<input type="checkbox"/>
		£		<input type="checkbox"/>

15. If you are awarded grant aid, when will claim(s) for payment(s) be submitted? Please note that any award and payment of aid will be based on these dates.

Date	Amount to be claimed

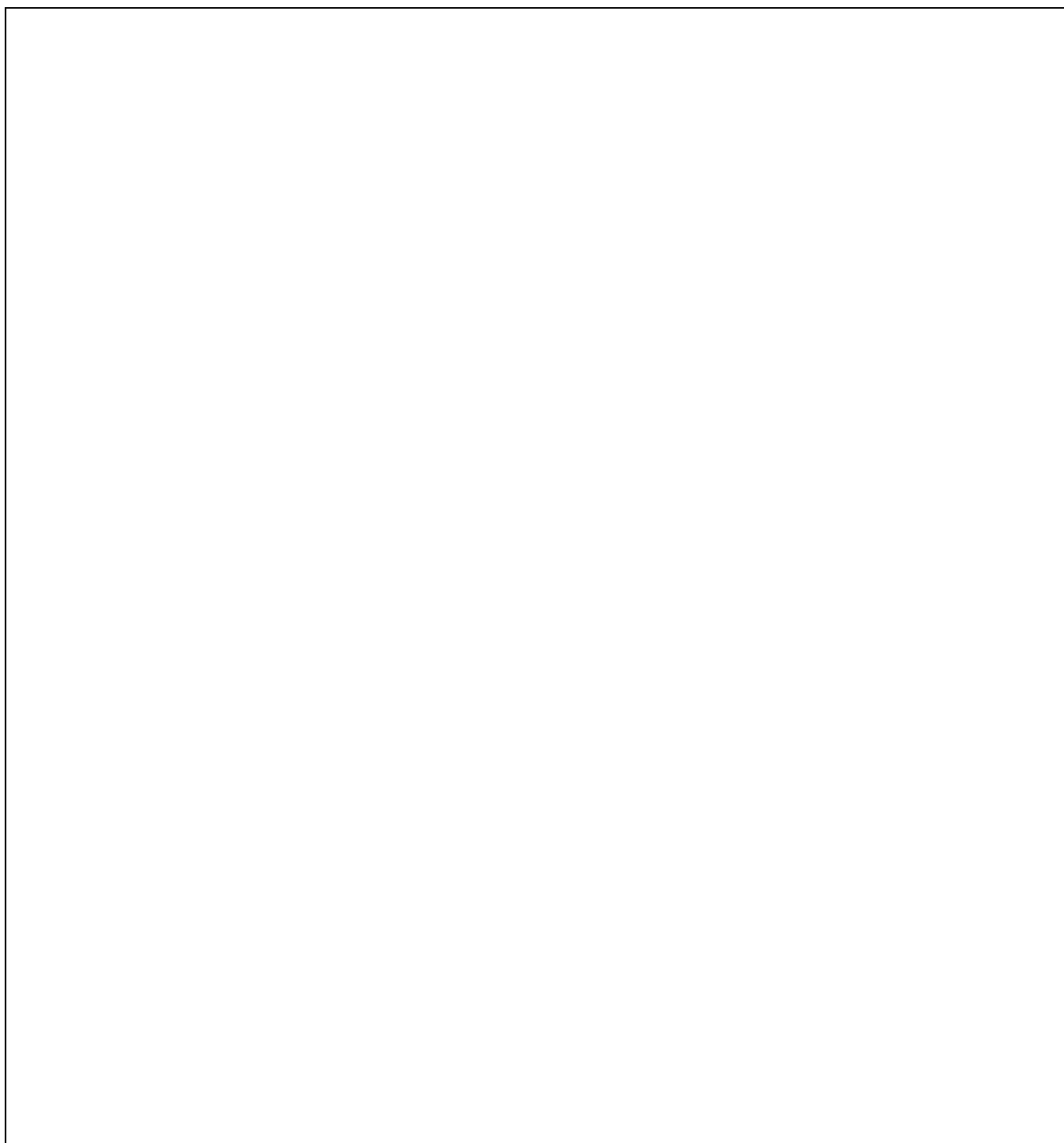
16. Why would the project be unable to proceed without the award of the grant aid?

17. If the project is not awarded assistance, would the proposal be undertaken as detailed/delayed/cancelled? Please give further information in support of your answer.

18. Please complete the following table showing financial projections for the business and the project, covering the first three years following completion of the project.

Year	Forecast for whole business			Forecast for project		
	£000	£000	£000	£000	£000	£000
Profit & Loss:						
Turnover						
Gross margin						
Net margin before depreciation						
Profit/loss before tax						
Profit/loss after tax						
Balance Sheet:						
Fixed assets						
Liquid Assets:						
Bank						
Other						
Other current assets						
Current Liabilities:						
Bank overdraft						
Other						
Net current assets/ (liabilities):						
Long term liabilities:						
Net Assets:						

19. Please give any further information which you feel may help in assisting your application.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information to assist with their application.

Now sign and date the Declaration.

FOOD PROCESSING, MARKETING AND CO-OPERATION GRANT SCHEME APPLICATION FORMS

DECLARATION

This Section MUST be completed by ALL applicants.

I confirm that the information contained in this application is true to the best of my knowledge and belief.

I confirm that I have read and understood the Explanatory Booklet accompanying the application together with the Guidance Notes within the application, and that I am authorised to sign this application form.

I undertake to meet all obligations in relation to planning permission and any other certificates or consents required. I also undertake to meet any obligations regarding hygiene, animal welfare and environmental protection that exist at present, or in the future.

I undertake to notify The Scottish Government in advance of making any changes or variations to the project as detailed in this application form.

I confirm that no work on the project has been carried out, other than, where applicable, consultants work, site purchase, obtaining quotations, obtaining planning permission, or the drawing of site plans. Any other work on the project will not commence before the date specified in writing by The Scottish Government.

I understand that the information given in this application may be used for monitoring and evaluation purposes.

Signature

Name (Print)

Position in Company

Date